

## **Department of Finance and Administration – Policy 28**

### **Payroll Inserts**

#### **Introduction and Background**

1. This Policy Statement 28 has been developed to provide guidelines and authorization procedures for the insertion of supplementary materials (“payroll inserts”) into the bimonthly payroll mailings issued by the Payroll Office in the Division of Accounts, Department of Finance and Administration. The use of payroll inserts must be carefully managed to avoid additional handling and mailing cost to the State.

#### **Applicability and Effective Date**

2. This policy statement is issued by the Department of Finance and Administration in accordance with the authority granted under T.C.A. 4-3-1007 and is effective upon approval. Institutions of the University of Tennessee and the Tennessee Board of Regents are excluded from this policy statement. The Department of Finance and Administration Payroll Office may develop additional implementation procedures to assist agencies in the administration of this policy.

#### **General Rule**

3. Approval for payroll inserts must be obtained in advance from the Chief of Accounts, through the Director of Payroll. The use of payroll inserts is limited to state agencies and departments for the purpose of official state business. Promotions for private or for-profit entities are prohibited. Payroll inserts must be distributed to the entire payroll.